CIO Recommendation to the Information Technology Investment Board
for
Major IT Project Development and Procurement Approval

Background

At their June planning meeting, the Commonwealth IT Investment Board (Board) directed the CIO to recommend a revised process for major IT project development and procurement approval in support of a Board bi-monthly meeting schedule. The CIO, in turn, directed the VITA Project Management Division (PMD) to develop a process, coordinated with the Office of the Attorney General (OAG) and other interested organizations, which effectively implements Board guidance and is consistent with *Code of Virginia* mandates.

PMD, in coordination with the OAG, identified four viable options for revising the current major IT project development and procurement approval process. Each option supports a Board bi-monthly meeting schedule and complies with relevant *Code* mandates for major IT project development and procurement approval and assignment or delegation of authority by the Board.

OAG Advice: Under §2.2-604 of the *Code of Virginia*, the Board may assign, to any officer or employee of the Board or VITA, tasks to be performed by the Board. Pursuant to language in the current Appropriation Act, such assignment cannot be made to the Chairman of the Board. The assignment must be made by formal action of the Board and accompanied by written guidelines for the exercise of any task assigned. Where appropriate, the assignment guidelines will require submission of reports that summarize actions taken. If the Board assigns major IT project development and procurement approval and disapproval authority, the Board will not have the authority to retract such action once it has been taken for a specific project or procurement; however, the Board may direct a review of the project or procurement at any time and continue, suspend, or terminate the project or procurement based on a recommendation of the CIO. (NOTE: It is the opinion of the OAG that the *Code of Virginia* and current Appropriation Act do not allow the Board to assign to the CIO the authority to grant "interim or provisional approval of major IT project development or procurement," which could then be denied by a subsequent action of the Board).

Options Considered

Option 1

Continue the current process, with the Board retaining major IT project development and procurement approval and disapproval authority. Required decisions from the Board would be scheduled to coincide with the bi-monthly meetings of the Board.

Option 2

Pursuant to appropriate guidelines, the Board assigns authority for major IT project development and procurement approval and disapproval to the chairman of the Board committee responsible for project review (ITPRC), as long as this person is not the Chairman of the Board. The chairman of the committee would provide a report at each

Board meeting of actions taken since the last meeting. The Board retains authority to direct a review of any project or procurement at any time and request that the CIO make a recommendation for the continuation, suspension, or termination of the project or procurement.

Option 3

Pursuant to appropriate guidelines, the Board assigns authority for major IT project development and procurement approval and disapproval to the Board committee responsible for project review (ITPRC) as long as the Chairman of the Board is not a voting member of the subcommittee. The subcommittee would provide a report at each Board meeting of actions taken since the last meeting. The Board retains authority to direct a review of any project and request that the CIO make a recommendation for the continuation, suspension, or termination of the project or procurement.

Option 4

Pursuant to appropriate guidelines, the Board assigns authority for major IT project development and procurement approval and disapproval to the CIO. The CIO shall announce to the full Board the intent to take action, approve, or disapprove a major IT project or procurement, at least 5 working days before taking such action. The CIO shall not take action if any Board member, within the 5 working day notice period, notifies the CIO that the subject project or procurement must be reviewed by the Board's project review committee followed by submission to the Board for approval.

Discussion:

Option 4 allows the Board to maintain control of the process for major IT project development and procurement approval, supports the Board bi-monthly meeting schedule, complies with relevant *Code* mandates, and does not unnecessarily delay agency project and procurement schedules. Option 4 is less reliant on the continuous involvement of Board members and the timely conduct of Board or committee meetings, yet still allows Board members the opportunity to review pending major IT project and procurement decisions and, when deemed appropriate, request further review by the Board's project review committee and the full Board prior to CIO action. Option 1, the current process extended to accommodate bi-monthly meetings of the Board, does not support responsiveness to agency business needs and supporting technology investment management processes. Options 2, and 3, while viable, limit Board flexibility and continue reliance on the regular involvement of Board members. Option 3 requires the scheduling of more frequent committee meetings, than Options 2 or 4.

CIO Recommendation

That the Board approve Option 4 through adoption of the attached resolution.

_____   **June 29, 2004**
Chief Information Officer of the Commonwealth   *Date*

<u>RESOLUTION</u>

<u>VIRGINIA INFORMATION TECHNOLOGY INVESTMENT BOARD</u>

RESOLVED, that the Virginia Information Technology Investment Board assigns authority for major information technology project development and procurement approval and disapproval to the Commonwealth Chief Information Officer, in accordance with the following guidelines:

- *The CIO shall notify the full Board of the intent to approve or disapprove a major information technology project development or procurement at least 5 working days before taking such action. The CIO shall not proceed to approve or disapprove any major information technology project development or procurement if any Board member, within the 5 working day notice period, requests that the intended CIO action be presented for review by the Board's project review committee followed by submission to the Board for approval.*

- *At each regularly scheduled meeting of the Board, the CIO shall report on those major IT projects development and procurement actions, CIO approvals and disapprovals, taken since the last regularly scheduled meeting of the Board.*

- *At the direction of the Board, the CIO shall review a major information technology project or procurement and make a recommendation to the Board for the continuation, suspension, or termination of the project or procurement.*